

DCARC Defense Cost & Resource Center

EVM Central Repository Submitter Guide



8/1/2013



Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Uploading Documents



ECA Certificate

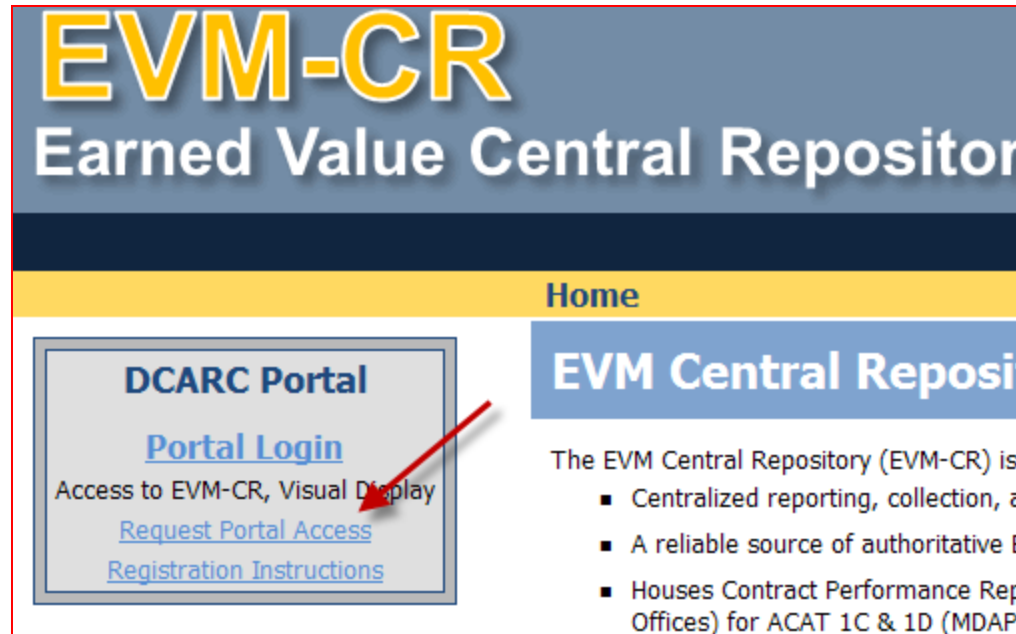
OSD

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>

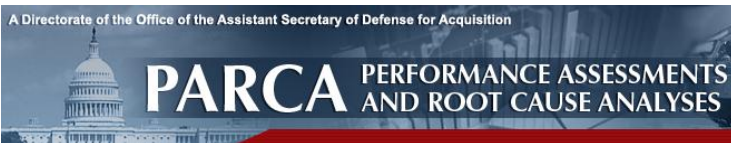
Requesting an Account

OSD

- Please choose the request access link as shown below
<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>



- Please contact us at DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.



Accessing the EVM Website

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- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.






UPLOAD HOME: Current Requirements

OSD

- The screen shot below represents what you will see when going to UPLOAD HOME. Submissions in Submitting Status and current requirements for your assigned contracts will be displayed.



For Official Use Only
When this document is printed, it needs to be stamped top and bottom with the appropriate classification.

EVM Central Repository

EVM-CR - Central Repository of CPR, CFSR & IMS

Username: jhorner Roles: cPetWeb_Admin, cPetWeb_User, CSDRDB_Analyst, CSDRSR_Admin, CSDRSR_Reviewer, CSDRSR_Submitter, DACIMS35_Admin, DACIMS35_Analyst, D...
EVM_Admin, EVM_Analyst, EVM_Reviewer, EVM_Submitter, EVMWS_Admin, Helpdesk_Admin, PARCA_Analyst, Portal_Admin, VisDisp_Admin, VisDisp_Analyst

[DCARC Home](#)
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[Analyst Home](#)
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Upload Home

(** EVM Data Only, No CSDR Data **)

[Current Requirements](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)

Submissions in Submitting

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	Task 1	23180	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23202	2011	7	History	7/30/2011	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23219	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23220	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23222	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History	
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload	A ●	Upload

[Legend](#)

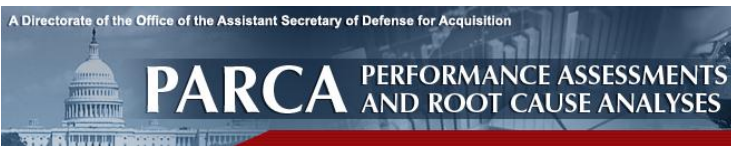


UPLOAD HOME: Submissions in Submitting

OSD

- Submissions in Submitting status are those submissions which require action on your part. These are either submissions that have been started but not yet submitted or submissions that the Lead Reviewer in the government program office has returned to you for edit. Click Continue or Cancel as appropriate to deal with these submissions.

<div> Current Requirements Task Submission Status Assigned Contracts Submission History </div>									
Submissions in Submitting									
Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	Task 1	23180	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23202	2011	7	History	7/30/2011	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23219	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23220	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23222	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel



UPLOAD HOME: Current Requirements

OSD

Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History		
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity	
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload		A ●	Upload

- COST (CPR)**

- Formatted – The date displayed is the Report Date (As of Date) of the last Formatted Cost report submitted.
- IPMR – The date displayed is the Report Date (As of Date) of the last IPMR (XML/TRN) report submitted.
- Periodicity – Identifies how often this report is due. M-Monthly, Q-Quarterly, A-Annually (there may be others as well but these are the most common). The colored circle represents the status for the current period. See legend to the right.
- * Regardless of the current status, you can click UPLOAD to submit a report of any type from this screen.

Legend

	Submitted on Time
	Submitted Late
	Rejected - not re-submitted
	Submission in Submitting
	Expected this Period
	Missing
	Not Required this period
	Not required on this task
	No Data



UPLOAD HOME: Current Requirements – Con't

OSD

Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History		
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity	
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload		A ●	Upload

- CFSR/IMS(or IPMR Schedule)/History
 - Report – The date displayed is the Report Date (As of Date) of the last CFSR/IMS/History report submitted.
 - Periodicity – Identifies how often this report is due. M-Monthly, Q-Quarterly, A-Annually (there may be others as well but these are the most common). The colored circle represents the status for the current period. See legend to the right.
 - * Regardless of the current status, you can click UPLOAD to submit a report of any type from this screen.

Legend

	Submitted on Time
	Submitted Late
	Rejected - not re-submitted
	Submission in Submitting
	Expected this Period
	Missing
	Not Required this period
	Not required on this task
	No Data

- ## Upload Home

Current Requirements

Task Submission Status

Assigned Contracts

Submission History

Program:

Page 10 of 10

Contract Number:

11/11/2016

Filter Tasks

Clear Filter

[Click here to begin a new submission.](#)

Legend

[Previous Month](#)Current Month

Next Month

<i>Program</i>	<i>Contract</i>	<i>Contract Task</i>	<i>Apr '2013</i> IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time Native Schedule on Time CFSR on Time	<i>May '2013</i> IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time Native Schedule on Time CFSR on Time	<i>Jun '2013</i> IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time Native Schedule on Time CFSR on Time	<i>Jul '2013</i> IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time Native Schedule on Time CFSR on Time	<i>Latest History File</i>
Example	N0000-00-N-0000	Task 1					



UPLOAD HOME: Assigned Contracts

OSD

Upload Home

(*** EVM Data Only, No CSDR Data ***)

[Current Requirements](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)

Currently Assigned Contracts

Click to access Contract Detail

Prime Contract Number	Sub Contract Number	Contract Task	Program Name	Program Manager	Contractor	Contractor Division
N0000-00-N-0000		Task 1	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:

- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts you have assigned to you.
- If you are missing a contract assignment, please contact your government program office Lead Reviewer.
- If you do not know who that is, please contact the Help Desk at DCARCSupport@Tecolote.com.



UPLOAD HOME: Submission History

OSD

- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home

(** EVM Data Only, No CSDR Data **)

[Current Requirements](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)

Search Submission History

Submission ID: Contract Number: Report Category: Submission Status: Program: Report Date After: Report Date Before:

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
23222	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23220	IPMR Cost	5/3/2013	7/31/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23219	IPMR Cost	5/3/2013	7/31/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23202	History	7/30/2011		N0000-00-N-0000	Example	7/30/2013	Damon Eckert	Submitting
23182	Native Schedule	6/30/2013	7/29/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Published
23180	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/29/2013	Jen Horner	Submitting
23147	IPMR Cost	7/16/2013	7/18/2013	N0000-00-N-0000	Example	7/29/2013	System	Published
23146	Formatted Cost	7/16/2013	7/18/2013	N0000-00-N-0000	Example	7/29/2013	System	Published
23003	CFSR	3/25/2013	4/17/2013	N0000-00-N-0000	Example	4/29/2013	System	Published



Uploading a Submission

OSD

- From the Upload Home tab, click the Current Requirements tab.
- Locate the item you are ready to submit and click on the underlined UPLOAD link as shown here.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

[Current Requirements](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)

Submissions in Submitting

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	Task 1	23180	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23202	2011	7	History	7/30/2011	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23219	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23220	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23222	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

Click here to begin a
CPR (IPMR Cost)
Submission for the
Example Contract

Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History		
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity	
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload		A ●	Upload



Uploading a Submission

OSD

- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.
- Click Upload to upload your file.
- Click Next Step after all files are uploaded.

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Example**
 Contract Number / Task: **N0000-00-N-0000 / Task 1**
 Report: **IPMR Cost, Formatted Cost** Month, Year: **Aug , 2013** Submission ID: **23223**

[Files](#) [CPR Data](#) [Review & Submit](#)

[Next Step](#)

Unclassified Documents Only

Uploaded files may be of the following type(s):

- IPMR Cost files (839 EDI, wInsight XML, and CPR Format 1-4 UN/CEFACT XML) - At least 1 file is required before submit.
- Formatted Cost reports (CPR formats 1-5)

Select a file to Upload

Caution: The total size of each file must be less than 300 mb.

C:\Users\jhorner\Desktop\TEST XML.xn [Browse...](#)
IPMR Cost
 File Comment:
[Upload](#)

Please select the level of the CPR: ☐ Component ☒ Total

Uploaded Files

File Name	File Type	CPR Level	File Comment	Actions
TEST Formatted Cost.PDF	Formatted CPR			

[Next Step](#)

Browse

Select File Type

Click Upload



UPLOADING: XML/TRN File

OSD

- When you upload an XML or TRN file you will be brought to a screen that shows you the data extract from the file as shown below.
- Please select the appropriate option and click Continue.

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Example**
 Contract Number / Task: **N0000-00-N-0000 / Task 1**
 Report: **IPMR Cost, Formatted Cost** Month, Year: **May , 2013** Submission ID: **23223**

[Files](#)
[CPR Data](#)
[Review & Submit](#)

Processed CPR

Submission Options

Please review the CPR processing results below and choose one of the 3 options before continuing.

☒ Accept and upload another file
☐ Accept and continue
☐ Delete and upload a different file

[Continue](#)

Choose an option and click Continue

File Details

File Name	File Type	File Level
TEST XML.xml	IPMR Cost	Total

Current Period Information

Current Period

Report from: 4/6/2013 To: 5/3/2013

Report Information

Program Name	Phase	Contract Number	Contract Type
Example	Phase 1	N0000-00-N-0000	CPAF/CPFF
Contractor	Maximum WBS Level	CPR ID	Final CPR
Science Applications International Corporation	7	23223	Yes

Navigate File Periods

[K](#)
[<](#)
1
 of 1
 [>](#)
[I](#)

View	Report To	Final CPR
60'	5/3/2013	Yes



UPLOADING:CPR Data Tab

OSD

- The CPR Data tab will show all CPR Data extract records associated with this submission.
- The Submission's Final CPR ID will be displayed. This indicates that data that should represent the tasks CPR data for the period.
- Click Next Step to Continue.

Back | Cancel Submission

Upload Submission

Program: **Example**
 Contract Number / Task: **N0000-00-N-0000 / Task 1**
 Report: **IPMR Cost, Formatted Cost** Month, Year: **May , 2013** Submission ID: **23223**

Files | **CPR Data** | Review & Submit

[Next Step](#) ← Click Next Step to continue

View	File Name	File Type	File Level	First Period	Latest Period	Submission's Final CPR ID
66*	TEST XML.xml	IPMR Cost	Total	5/3/2013	5/3/2013	170273

File Details

File Name	File Type	File Level
TEST XML.xml	IPMR Cost	Total

Current Period Information

Current Period
 Report From: 4/6/2013 To: 5/3/2013

Report Information

Program Name	Phase	Contract Number	Contract Type
Example	Phase 1	N0000-00-N-0000	Fixed Price

Contractor	Maximum WBS Level	CPR ID	Final CPR
Example Contractor	1	170273	Yes

CPR Header Dollars in: Thousands

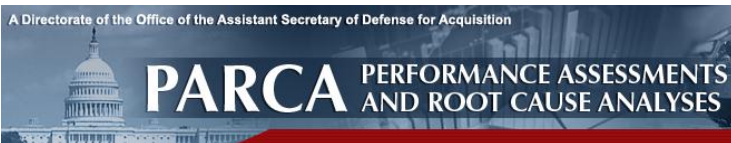
Quantity	Share Above	Share Below	Original ICC	ICC	CBB	TAB
1	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated Price	Contract Ceiling	Estimated Ceiling
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Navigate File Periods

1 of 1

View	Report To	Final CPR
66*	5/3/2013	Yes



UPLOADING: Review & Submit

OSD

[Back](#) [Cancel Submission](#)

Upload Submission

Program: **Example**
 Contract Number / Task: **N0000-00-N-0000 / Task 1**
 Report: **IPMR Cost, Formatted Cost** Month, Year: **May , 2013** Submission ID: **23223**

[Files](#) [CPR Data](#) [Review & Submit](#)

Submission Information

Contr #: N0000-00-N-0000 Ctr: DCARC Corporation Division: N/A Location: Cage Code:	Sub Contr #: Sub Ctr: Division: Location: Cage Code:	Program Program Name: Example PNO: Program Mgr: Unknown Service: DOD Mil Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapon Sys: OTHER
---	---	---

Contract Tasks: Task 1

Contract Type: Unknown **Start Date:** **End Date:** **Stops Contract Reporting?:** No **EDI Required On Contract?:** No

Submission Details

Report Date: 5/3/2013

Comment:
(Max 256 chr.)

[Save Submission](#)

Point of Contact Information

Name: test Jen

Phone: 1234

Fax: 1233

Email: est@tc.c

[Update Contract Task POC](#)

To change the POC information for this submission, update Name, Phone, Fax and Email and click the button to save these changes

Uploaded Files

File Name	File Type	CPR Level	First Period	Latest Period	Final CPR
TEST Formatted Cost.PDF	Formatted CPR				
TEST XML.xml	IPMR Cost	Total	5/3/2013	5/3/2013	170273

[Submit](#)

- The Report Date will be pre-populated only if you have provided a processable file.
- If you are submitting any other file type you will be required to enter this date.
- Click Save Submission.
- Verify all information is correct.
- Click Submit.

Submission Confirmation

OSD

Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Tecalote.com



Resubmit

OSD

- If you find an error with your submission and need to resubmit, you have two options. The Lead Reviewer in the government program office will need to be contacted.
 - If the submission is still in the Submitting status, they can Reject it which will allow you to create a brand new submission. Or they can return it to the Submitting status. This will allow you to access the initial submission and add or remove files as appropriate.
 - If the submission has already been Published the Lead Reviewer will need to contact the DCARC Portal Site Administrator at DCARCSupport@Tecolote.com and request that we change the status.